



PLACER COUNTY PLANNING DEPARTMENT

Reserved for Date Stamp

AUBURN OFFICE

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MINOR LAND DIVISION

Required Maps: 5 (AT LEAST ONE MAP NO LARGER 8-1/2 X 11" IN OVERALL SIZE)

Required applications: 1 **Filing Fee:** \$ _____ **Receipt #** _____

File # _____ **Hearing date** _____

PURSUANT TO THE POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DEPARTMENT CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTIES WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE, MAY BE REJECTED.

TO BE COMPLETED BY THE APPLICANT

1. Project Name _____ APN: _____

2. Engineer (if any) _____

Telephone Number _____ Fax Number _____

Address _____

City _____ State _____ Zip Code _____

3. Size of Property (acreage or square feet) _____

4. Date Property Purchased by Present Owner _____ Document number of where deed is recorded _____

5. Number of Parcels Property is to be Divided into: _____

Parcel 1: _____ sq.ft. or _____ acres

Parcel 2: _____ sq.ft. or _____ acres

Parcel 3: _____ sq.ft. or _____ acres

Parcel 4: _____ sq.ft. or _____ acres

Remainder: _____ sq.ft. or _____ acres

6. Describe Existing and Proposed uses of the Property: _____

7. Is this property or any portion thereof covered by a Williamson Act contract for the reduction of property taxes?

Yes _____ No _____. If yes, provide contract number _____

8. Are parcels to be created as valid building sites? Yes _____ No _____. If no, explain: _____

9. Do you (applicant and owner) currently own any property which is adjacent to that shown on your tentative map? Yes _____ No _____. If yes, show on tentative map, label as such, and be prepared to discuss in detail at the Parcel Review Committee meeting.
10. Have you (applicant and owner) ever owned any property adjacent to that shown on your tentative map? Yes _____ No _____. If yes, show on tentative map, label as such, and be prepared to discuss in detail at the Parcel Review Committee meeting.
11. Have you (applicant and owner) ever caused adjacent property to be divided either for yourself or for others by acting as applicant on previous divisions, through contractual arrangements or other methods? Yes _____ No _____. If yes, be prepared to discuss in detail at the Parcel Review Committee meeting when this tentative map application will be considered.
12. Have you (applicant and owner) filed a "Notice of Intention" questionnaire and application for "Public Report" with the State Department of Real Estate? Yes _____ No _____. If no, do you intend to do so? Yes _____ No _____.

SPECIAL NOTE: If the applicant/owner or their representative is unable to provide details regarding items 9 through 12, this matter may be continued until the information is made available. If off-site access is used, then a guarantee of the access from a title company will be required. Access will have to meet the current requirements of County Code I hereby acknowledge that I have read this application and state that the information given is correct. I agree to comply with all County ordinances and State laws regulating property division.

Signature

Date

INSTRUCTIONS FOR FILING MINOR LAND DIVISION APPLICATION

1. Complete the application form and file along with the current filing fee; along with one copy of the Initial Project Application and one copy of the Exemption Verification form and filing fee.
2. Submit the appropriate number of tentative maps (5) that include the following information (per Section 19.310 of the Placer County Land Development Manual). The map shall be to scale and drawn clearly and legibly on one sheet of paper at least 8-1/2" x 11" in size. (If maps to be submitted are larger, please fold all copies to file size -- 8-1/2"x 11".)
Please Note: At least 1 copy of this map must be of a total size of 8-1/2" x 11" .
 - a. Names of property owner(s) and/or applicant of property.
 - b. Boundary lines and taped or known dimensions of each parcel being created, using dashed lines.
 - c. Proposed division lines with dimensions of each parcel being created, using dashed lines.
 - d. All existing structures together with their dimensions and approximate distance from boundary lines.
 - e. The approximate area of the original parcel and the minimum area of each new proposed parcel.
 - f. Names, locations and widths of all existing traveled ways, including driveways, streets, and rights-of-way known to the owner as to location on or near the property.
 - g. Approximate locations and widths of all new streets and rights-of-way proposed by the owner.
 - h. Approximate location and dimensions of all existing and proposed easements, wells, leach lines, seepage pits or other underground structures.
 - i. Approximate location and dimensions of all proposed easements for utilities and drainage.
 - j. Approximate location of all creeks and drainage channels and a general indication of slope of the land.
 - k. North arrow and approximate scale of drawing.
 - l. Vicinity map which shows the property in relation to existing County roads and adjacent properties sufficient to identify it for field review and must be shown to the nearest 1/10th of a mile from County cross road.
 - m. Accurately plot, label, and show exact location of the base and driplines of all protected trees (native trees 6" dbh or greater, or multi-trunk trees 10" dbh or greater) within 50 feet of any development activity (i.e., proposed structures, driveways, cuts/fills, underground utilities, etc.) pursuant to Placer County Code, Chapter 36 (Tree Ordinance).
NOTE: A tree survey prepared by an I.S.A. certified arborist may be required. Verify with the Planning Department prior to submittal of this application.
 - n. Site plan shall show all existing and proposed grading.

POSTING OF PROPERTY: At the time of application, posters will be provided by the Planning Dept. These posters, in addition to notifying adjacent landowners of pending land divisions near their property, are used by County staff members to confirm they are looking at the correct piece of property when field reviewing proposed splits. Should the staff members not be able to locate the property involved in the Minor Land Division, the Parcel Review Committee will continue the proposed split to an open date until the required field review can be completed.